



DEPARTMENT OF THE NAVY

DIRECTOR, SPACE AND NAVAL WARFARE
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

SPAWARINFOTECHCENINST 1700.1
ITC25B2

15 Nov 2001

SPAWARINFOTECHCEN INSTRUCTION 1700.1

Subj: SAILOR OF THE QUARTER (SOQ) AND SAILOR OF THE YEAR (SOY) PROGRAMS

Ref: (a) OPNAVINST 1700.10K
(b) COMNAVRESFORINST 1700.1H

Encl: (1) Procedures for the SPAWARINFOTECHCEN SOQ/SOY Programs
(2) Nomination Letter

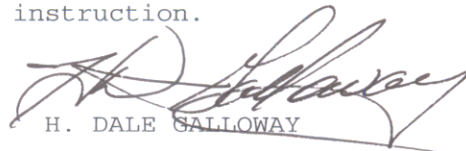
1. Purpose. To provide guidance for the Space and Naval Warfare Information Technology Center (SPAWARINFOTECHCEN) SOQ and SOY programs per references (a) and (b).

2. Cancellation. NAVRESINFOSYSOFFINST 1700.1

3. Scope. This instruction only applies to SPAWARINFOTECHCEN military personnel and their supervisors (military or civilian).

4. Discussion. The command SOQ and SOY programs have been established to recognize exceptional enlisted personnel who have demonstrated outstanding professional performance, strong leadership abilities, and exemplary personal conduct and appearance.

5. Action. Personnel submitting nomination packages will follow the procedures in enclosure (1) of this instruction.


H. DALE GALLOWAY

Distribution: (SPAWARINFOTECHCENINST 5218.1)
Lists A, B, C, D, and E

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PROCEDURES FOR THE SPAWARINFOTECHCEN
SOQ/SOY PROGRAMS

1. Criteria for Selection

a. To be eligible for the awards, the nominee must:

- (1) Be an active duty member serving in pay grades E4 through E6.
- (2) Have a clear conduct record for the 12 months preceding the first day of the quarter for which nominated.
- (3) Have performed duties in an exemplary manner, be of unquestionable high moral character, and have an impressive personal and military appearance.
- (4) Meet physical readiness standards.

b. SOY. To be eligible for the award, the nominee should have exhibited performance of military duties at a level which qualifies the individual for the Navy Achievement Medal (NAM). Additional qualifications include:

- (1) Be an active duty member serving in pay grades E4 through E6.
- (2) Have a clear conduct record for 12 months preceeding the award cycle.
- (3) Have performed duties in an exemplary manner, be of unquestionable high moral character, and have an impressive personal and military appearance.
- (4) Meet physical readiness standards for 12 months preceeding the award cycle.

2. Procedures for Selection

a. SOQ

(1) Nominations will be submitted to the Chairperson, SOQ Board via the nominee's department director. Written nominations may be submitted by any command employee. Directorate directors will forward only one nomination from each department. Nominations are due to the board chairperson within 10 days following the end of each calendar quarter. Candidate nominations will be reviewed by the command SOQ board.

(2) Nominations will be submitted in writing, per the format outlined in paragraph 5 below and enclosure (2) of this instruction. Nominations must address accomplishments for that specific quarter.

(3) The SOQ Board will be composed of the Senior Naval Officer (SNO), directorate directors, Senior Enlisted Advisor, and all chief petty officers. The SNO will chair the board.

(4) Selection will be based on the content of written nominations.

(5) The board recommendation will be forwarded to the Director for approval/disapproval. Candidate nominations will be attached to the recommendation.

b. SOY

(1) Nominations will be submitted to the Chairperson, SOY Board via the nominee's directorate director. Written nominations may be submitted

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by any command employee. Nominations are due to the board chairperson within 10 days following the end of the calendar year. Candidate nominations will be reviewed by the command SOY board.

(2) Nominations will be submitted in writing, per the format outlined in paragraph 5 below and enclosure (2) of this instruction, and must be for that specific year (1 January through 31 December). Additionally, since the four previously selected SOQs are automatically eligible to compete in the SOY competition, directorate directors are responsible for updating the nomination letters to include the entire calendar year and resubmit per paragraph 2b(1) above. (Note: Sailors that have reflected the traits listed in paragraph 1b throughout the year are eligible for nomination due to their sustained performance.)

(3) The SOY board will be composed of the Deputy Director, SNO, directorate directors, Senior Enlisted Advisor, and all chief petty officers. The SNO will chair the board.

(4) Selection will be based on the content of written nominations.

(5) The board recommendation will be forwarded to the Director for approval/disapproval. Candidate nominations will be attached to the recommendation.

3. Awards

a. SOQ. The selectee will receive recognition as follows:

- (1) A Letter of Commendation (LOC) from the Director.
- (2) Picture displayed on the quarterdeck.
- (3) Appropriate documentation of the award in the selectee's next performance evaluation.
- (4) Publicity release to base newspaper and hometown news media, as desired.
- (5) Authorized 72 hours special liberty (must include a weekend and be coordinated through their directorate/department director).
- (6) Automatically eligible to compete in the command SOY program as long as SOY criteria for selection is maintained.

b. SOY. The selectee will receive recognition as follows:

- (1) A NAM from the Director's authorized allocation. (If the SPAWARINFOTECHCEN selectee wins the next higher competition, a suitable award will be made at that level instead.)
- (2) SPAWARINFOTECHCEN plaque suitably inscribed.
- (3) Picture displayed on the quarterdeck until next SOY is selected.
- (4) Appropriate documentation of the award in the selectee's next performance evaluation.
- (5) Publicity release to base newspaper and hometown news media, as desired.
- (6) Authorized 96 hours special liberty (must include a weekend and be approved by the Director).

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4. Action

a. SOQ. Upon the Director's approval:

(1) The SOQ's department director will initiate an LOC and forward to the Senior Military Advisor.

(2) The Command Senior Chief will:

(a) Initiate the engraving request for the command plaque through the Awards Coordinator, SPAWARINFOTECHCEN (ITC00E).

(b) Forward recognition information to the COMNAVRESFOR Public Affairs Office for release.

(c) Arrange an appointment with the Naval Support Activity, New Orleans photographer.

(3) The Pass Liaison Representative will:

(a) Coordinate and assist the department directors in the write up, smooth, and routing of the LOC for signature.

(b) Ensure the approved LOC is forwarded to the Awards Coordinator, SPAWARINFOTECHCEN (ITC00E) for presentation.

b. SOY. Upon the Director's approval, the Command Senior Chief will:

(1) Prepare the nomination package for SOY competition. Nominations are due by 15 February each calendar year. Guidelines for submission are provided in reference (b).

(2) Initiate an engraving request for the command plaque.

(3) Forward recognition information to the COMNAVRESFOR Public Affairs Office for release.

(4) Arrange an appointment with the Naval Support Activity, New Orleans photographer.

5. Nomination Letter. Enclosure (2) of this instruction is a sample SOQ/SOY nomination letter.

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From:

To: Chairperson, Sailor of the (Quarter) (Year) Board

Via: Department Director (if applicable)

Subj: SPAWARINFOTECHCEN SAILOR OF THE (QUARTER) (YEAR) NOMINATION IN THE CASE
OF (RATE/RATING, FIRST NAME, MIDDLE INITIAL, LAST NAME, SSN)

Ref: (a) SPAWARINFOTECHCENINST 1700.1

1. Per reference (a), the subject member is nominated as the SPAWARINFOTECHCEN Sailor of the Year (Quarter for 1st, 2nd, 3rd, or 4th quarter for Calendar Year 200_) or (year for Calendar Year 200_).

2. The following information is provided:

- a. Professional performance and significant work related accomplishments:
- b. Demonstrated leadership abilities:
- c. Cooperation and effectiveness as a team member:
- d. Military bearing and personal appearance:
- e. Participation in command programs or functions affecting the morale and welfare of command personnel:
- f. Educational achievements, both on and off duty:
- g. Accomplishments/participation in Navy and civilian community affairs:
- h. Awards/co-education's received:
- i. Other noteworthy considerations not previously covered:

(Signature)

Enclosure (2)